

## **Enclosure A**

### **1998-99 RENEWAL APPLICATION SCHEDULE**

<i>Activity</i>	<i>1998-99</i>
Build Renewal Applicant database (cutoff for student records to be included)	September 29, 1997
Institutions may begin submitting RADrequests through EDE	October 6, 1997
CPS processes RAD requests daily	October 13, 1997 to November 7, 1997
Cutoff for EDE RAD Requests from institutions	November 7, 1997 (Noon, Central time)
CPS prints and bulk-mail Renewal FAFSAs to schools that requested early mailing	November 8, 1997 to November 17, 1997
CPS prints and mails non-RAD requested paper Renewal FAFSAs to students	November 18, 1997 to January 2, 1998
CPS prints and bulk-mails Renewal FAFSAs to schools that requested later mailing	January 12, 1998 to January 25, 1998

## **Enclosure B**

### **PARTICIPATING IN RENEWAL APPLICATIONS**

There are two ways for EDE-participating institutions to request the Renewal Application Data (RAD) file for the 1998-99 processing cycle:

**A)** For Type 2 requests only, institutions can create a file of SSNs that can be transmitted to the CPS via the Department of Education's Title IV WAN. If you choose this method to make your RAD request, you should follow the "Type 2 Request Individual RAD Records" file layout at the end of this Enclosure. The use of any other file format type will cause your request to be rejected. Once your RAD Request file is created (under the message class of RADD99IN), you will transmit it to the CPS via the Title IV WAN. Please note the following:

- EDConnect, Title IV WAN's transmission software, does not check for correct file formatting, so you will need to doublecheck your created file to ensure it is in the correct format.
- You **MUST** include the Transmitted Message Header and Trailer records within the file you build.
- If you want the CPS to print and bulk mail your renewal applications to you, you need to include the RAD Request Address 1 and Address 2 header records.
- See the enclosed "Helpful Hints for Type 2 Requests" page for additional tips on creating your SSN file.

**B)** For all types of RAD requests, institutions can use On-Line Query to create a customized RAD request file. Title IV WAN Customer Service can assist users with accessing On-Line Query via NETCONNECT, a module of WAN's Integrated Assistance Menu (IAM) software. Please refer to your Title IV WAN User's Guide for directions on how to log on to On-Line Query. Once logged on and at the NCS logo screen, please refer to the directions in Enclosure C for making your request.

For both methods (A and B above) of submitting RAD requests, you will designate within your RAD request which printing option you want: CPS print or institution print.

- If you choose the CPS print option, your renewal applications will be printed and bulk mailed to you, along with return envelopes and instruction sheets.
- If you choose the institution print, you will be required to print your renewal applications onsite using EDEExpress for Windows by importing and printing the data in the RAD file you receive from the CPS.

With the CPS print option, you will have two choices as to when you want your printed Renewal Applications and other materials mailed to you. If you designate "Before 12/1/97," the CPS will bulk mail your requested materials to you between 11/8/97 and 11/17/97. If you designate "After 12/1/97," the CPS will bulk mail your requested materials to you between 1/12/98 and 1/25/98.

Remember, with either the CPS print or the institution print option you **MUST** distribute your printed Renewal Applications with instructions to all students. Also, if you choose the institution print option, you have an obligation to enter and electronically submit data to the CPS from all completed electronic Renewal Applications that students complete and return to you. Failure to comply with these responsibilities could result in the Department of Education suspending your Renewal Application participation.

CPS will process your RAD request file and return your processed RAD file and/or RAD request error file(s) to your destination point via the Title IV WAN network. The message class for the RAD file will be RADD99OP, and the message class for any RAD error files will be EREP99OP.

Title IV WAN will distribute the 1998-99 EDEExpress for Windows software in late December of 1997; you will be able to use this to import and print out information from your RADD and EREP data files, as well as enter and submit 1998-99 Renewal Applications to the CPS (after 1/1/98).

Throughout the RAD request process, you may need to contact either Title IV WAN Customer Service or CPS Customer Service for assistance. The following list of services will explain which Customer Service department you need to call for assistance:

**Title IV WAN Customer Service (1-800-615-1189) can assist you with:**

- Logging on to On-Line Query via NETCONNECT, or compatible communications software
- Distribution of software, including EDConnect and EDEExpress for Windows
- Updates or status checks on EDE productional status
- Downloading the RADD and EREP data files from the WAN network
- Technical support for EDConnect and NETCONNECT software

**CPS Customer Service (1-800-330-5947, Option 8) can assist you with:**

- Making your RAD request once logged on to On-Line Query
- Questions on the Type 2 layout
- Status checks on requests
- General inquiries on RAD request process
- Technical support for EDEExpress for Windows
- Correction and resubmission of rejected RAD requests

*Note: To participate in the Renewal Application process via EDE, you must be productional for electronic automatic ISIRs OR Renewal Applications for the 1997-98 or 1998-99 academic years for your TG5 ID. In addition to this requirement, participating institutions must also insure their Title IV Insitution Code has an active enrollment status for Renewal Applications specifically. This would be designated on an institution's participation agreement.*

*Institutions not properly enrolled for Renewal Applications will receive error messages or rejected batches, or both, when trying to make a RAD request.*

*Institutions who receive applicant data via CPS's electronic tape service and wish to participate in the RAD process should take particular note of these enrollment requirements.*

*You should contact Title IV WAN Customer Service at 1-800-615-1189 if you wish to verify or update your productional status for electronic automatic ISIRs or Renewal Applications. In some cases, certification testing with the CPS may be necessary.*

## Enclosure C

### REQUESTING A RAD FILE

The following instructions apply to requesting your RAD file once you have successfully logged on to On-Line Query via NETCONNECT:

- A) At the NCS screen, type P9CP in the upper left-hand corner and press ENTER.

NOTE: Because of the different ways computer keyboards can be mapped, you may need to use the Right Cntrl key or the Enter key on your number keypad where these instructions direct you to press ENTER. Also, where these instructions direct you to press the F3, F4, F5, F7 or F8 keys, you may need to hold down ESC and press the corresponding number to get the command accepted; for example, for F5 you might need to hold down ESC and hit 5 on your keyboard. If you make any errors during this process, follow the instructions at the bottom of your screen. All error messages are preceded by the word "Message."

- B) At the CPS Main Menu, enter 10 to select RAD Requests; press ENTER.

- C) At the RAD Request Main Menu:

- Verify your destination ID (this field will fill in automatically based on your user logon).
- Type "Y" at the CPS Print field if you want the CPS to print and mail your Renewal Applications. If you want to print your Renewal Applications onsite, leave this field blank.
- If you chose "Y" for CPS Print, you will need to designate when you want your applications mailed to you. Your options are "Before 12/1/97" or "After 12/1/97." Place a "Y" next to the option you want.
- Select a sort order for your Renewal Applications. You have the options of SSN, Alpha (by last name) or ZIP Code. Place a "Y" next to the option you want. If you do not select a sort order specifically here, the CPS will use the default sort of SSN order.

Press ENTER to continue your request or F3 to go back to CPS Main Menu without saving your request

- D) If you choose the CPS Print option, you will see the Destination RAD Address Select Screen. You will need to select the address where you want your printed Renewal Applications mailed. Select the address you want by typing an "S" in the field to the left of that address, then press F4 twice to continue. If you need to create a new address, press F5. This will take you to the Destination RAD Address Create screen. Type in the preferred destination representative, school name and address in the appropriate fields, then press F4 when finished to continue. *(Note: Although these directions will often*

*prompt you to "press F4 twice," you should actually pause after hitting F4 the first time and review the data you've entered for accuracy. If you find something you want to correct, hit F3 or CLEAR to return to the screen and make your modifications, then hit F4 again. The second time you hit F4, you will proceed to the next appropriate request screen.)*

- E) At the Destination RAD Request Options menu, you can specify four different types of electronic and/or printed RAD records to receive. To select an option, enter the number of the option you want at the "Enter an Option" prompt. If you choose option 1, press F4 twice. If you choose options 2 or 3, another screen will be displayed; enter the appropriate data, then press F4 twice. If you choose option 4, enter the appropriate data on this screen, then press F4 twice.

The RAD Request Types are as follows:

- Type 1 All records for destination: Use this option if you wish to receive RAD records and/or printed Renewal Applications for all eligible student applicants who listed your institution code on their most recent, valid ISIR transaction for the 1997-98 academic year. To complete your request, press F4 twice.
- Type 2 Institution SSN Requests: Use this option to select particular Title IV applicants by Social Security Number and name identifier (first two letters of student's last name). Upon selecting this option, you will be prompted to enter your institution's Title IV code number, then the SSN's and name identifiers of the specific students you wish to receive RAD data on. If you need additional lines, press F8. To complete your request, press F4 twice. *(Note: If you are planning to request a large number of students using this method, you should break up your request into multiple submissions in order to prevent losing data you've entered in the event of a problem. There is no save feature in On-Line Query. Also, please note that any printed Renewal Applications you request will be sorted in the student record order as provided in the Type 2 file you send to the CPS, and not SSN or last name order.)*
- Type 3 All records for particular institutions: Use this option to receive all eligible student applicants' RAD records for selected institutions for whom your destination point does Renewal Application processing. Upon selecting this option, you will be prompted to enter the Title IV code number(s) for the institutions you are requesting data for. If you need additional lines to enter code numbers, press F8. To complete your request, press F4 twice. *(Note: If you chose the CPS Print option, and are requesting printed Renewal Applications for multiple institutions, please be aware your printed materials will all be bulk mailed to the address you designated on the Destination RAD Address Select screen. If you want these applications to be mailed to the respective institutions or branch campuses you are making the request for, you should do those requests individually and use the Destination RAD Address Create screen to designate that particular institution's mailing contact and address.)*

- Type 4    All records for a destination point by grade level: Use this option to request RAD records for eligible applicants by academic grade level. Place an "S" next to the grade level option you prefer. You may select more than one grade level if you wish, by placing an additional "S" next to the appropriate grade levels. You will receive a sorted batch for each grade level option you choose. To complete your request, press F4 twice.
- F)    When your request has been successfully processed, the message "RAD Request Received" will display in large type on your screen. Press F10 to return to the Destination RAD Request Option screen. At this point, you can create another request. If you are done and wish to exit, press the F3 key until you are back at the CPS Main Menu, then type "99" to log off the CPS. You may also need to hold down the ALT key and press the letter "Q" to log off On-Line Query.

Following is the record layout for Type 2 submissions (header, Type 2 record, and trailer).

## Received Message Header Record

Sent to/Received from the CPS

Field #	Start Position	End Position	Length	Field Name	Valid Field Content	Justify
1	1	12	12	Header Record Identifier	CPS HEADER  Left justified with one blank position after "CPS" and two blank positions after "HEADER"	Left
2	13	16	4	Data Record Length  Indicates length of the data records	4-digit numeric Right justified, zero filled	Right
3	17	17	1	Sent to: Type of Data Transmitted	A= Initial Applications R= Renewal Applications H= History corrections or duplicate requests F=FDR Request 7=RAD Request	Left
4	18	24	7	Destination Number  Title IV WAN assigned when initial Letter of Application was processed	"TGXXXXX" where XXXX is the 5-digit code for your destination point.	Left
5	25	25	1	Filler	Blank	Left
6	26	26	1	Filler	Filler	Left
7	27	34	8	Creation Date  Date that batch was created.	Format is CCYYMMDD where: CC = 19 YY = Year 97, 98, 99 MM = Month 01-12 DD = Day 01-31	Right
8	35	40	6	Creation Time  Time that batch was created	Format is HHMMSS where: HH = Hour 00-24 MM = Minute 00-59 SS = Second 00-59	Right
9	41	52	12	Filler	Blank	Left



## Received Message Header Record

Sent to/Received from the CPS (Continued)

10	53	56	4	Award year	"9899" for 1998-99	Right
11	57	79	23	Sent to: Batch Number	System Generated	Right
12	60	82	3	Filler	Blank	Left
13	83	83	1	MDE/EDE Code	1 = Electronic App 2 = Electronic Renewal App 3 = Electronic History Correction 4 = FAFSA Express 5 = ACT 6 = INET 7 = NCS 8 = PIC	Right
14	84	84	1	MDE Site Code	1 = Site 1 (All EDE Destination Points) 2 = site 2	Right
15	85	85	1	Filler	Blank	Left
16	86	86	1	Filler	Blank	Left
17	87	87	1	Encryption Code	System Generated	Right
18	86	N	N minus 87	Filler  This filler space is appended to make the Header the same length as the longest record in the file	Blank	Left

## Transmitted RAD Request Address 1 Record

Sent to the CPS

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	12	12	Address 1 Record Identifier	ADDRESS 1 Left justified with one blank position after the word address and with three blank positions after the number 1	Left
2	13	47	35	Institution Name  Name of the Institution to be printed on each Renewal Application	Any valid keyboard character A-Z must be ALL CAPS  Cannot be blank	Left
3	48	63	16	Contact Last name  Last name of the contact person at the above institution	Any valid keyboard character A-Z must be ALL CAPS  Cannot be blank	Left
4	64	73	10	Contact First Name  First name of the contact person at the above institution	Any valid keyboard character A-Z must be ALL CAPS  Cannot be blank	Left
5	74	N	N minus 73  N =Record length for the message class, provided in field #2 of Header/Trailer Record	Filler  This filler space is appended to make the Address 1 record the same length as the longest record in the file	Blank	Left

## Transmitted RAD Request Address 2 Record

Sent to the CPS

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	12	12	Address 2 Record Identifier	ADDRESS 2  Left justified with one blank position after the word address and three blank positions after the number 2	Left
2	13	40	28	Institution's Permanent Address  Address of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Must contain only: 0-9 Upper case A-Z ' (apostrophe) # (number) @ (at) % (percent or care of) & (ampersand) / (slash)  Cannot be Blank	Left
3	41	57	17	Institution's City  City of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Must contain only: 0-9 Upper case A-Z ' (apostrophe) # (number) @ (at) % (percent or care of) & (ampersand) / (slash)  Cannot be Blank	Left
4	58	59	2	Institution's State  State of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution	Valid two letter postal code  (see Section 4 for State/Country Jurisdiction table)  Cannot be blank	Left

5	60	64	5	<p>Institution's Zip code</p> <p>Zip code of the Institution to be printed on each Renewal Application and to be used when mailing printed applications to the institution</p>	<p>00000-99999</p> <p>Cannot be blank</p>	Right
6	65	N	<p>N minus 64</p> <p>N =Record length for message, provided in field #2 of Header/ Trailer Record.</p>	<p>Filler</p> <p>This filler space is appended to make this Address 2 record the same length as the longest record in the file.</p>	Blank	Left

**Type 2 Selection Record**  
**Request Individual RAD Records Description**

Field #	Start Position	End Position	Field Length Field Name	Valid Field Content	Justify	
1	1	1	1	Filler	Blank	Left
2	2	8	7	Destination Point ID	TGXXXXXX, where "XXXXXX" = destination ID	Left
3	9	9	1	Year Indicator	Always '9' for 1998-99	Left
4	10	10	1	RAD Request Type	Always '2' for Selected Individual Requests	Left
5	11	11	1	Error Code	1 = Invalid Title IV WAN destination point 2 = Destination not valid for participation 3 = Invalid year indicator 4 = Mismatch of type and record format 5 = No records found on Renewal Application database 6 = Non-Type 2 request sent electronically 7 = Institution Renewal Application Return Rate less than 20% for all institutions association with this destination ID. Blank  Note: If record meets multiple error codes, the lowest number will be reported.	Left
6	12	22	11	ID Field 1	Original SSN and name code	Left
7	23	23	1	ID Error Code 1	1 = ID not flagged for RApp 2 = ID and institution code mismatch 4 = Duplicate request, record previously sent Blank	Left
8	24	34	11	ID Field 2	Original SSN and name code	Left
9	35	35	1	ID Error Code 2	Same as ID Error Code 1	Left
10	36	46	11	ID Field 3	Original SSN and name code	Left
11	47	47	1	ID Error Code 3	Same as ID Error Code 1	Left
12	48	58	11	ID Field 4	Original SSN and name code	Left
13	59	59	1	ID Error Code 4	Same as ID Error code 1	Left
14	60	70	11	ID Field 5	Original SSN and name code	Left
15	71	71	1	ID Error Code 5	Same as ID Error Code 1	Left

**Type 2**  
**Request Individual RAD Records Description (Continued)**

13	72	77	6	Title IV Institution ID Number	6-character number of participating institution	Right
17	78	78	1	Institution Error Code	3 = Institution code invalid or not under this destination point 5 = Institution Renewal Application Return Rate Less than 20% Blank	Left
18	79	79	1	Transmission Type	1 = Network (electronic)	Left
19	80	80	1	Print Indicator	Blank = Do not want CPS to print before or after print request deadline B = Before 12/1 A = After 12/1	Left
20	81	82	2	Filler	Blank	Left
21	83	83	1	Filler	Blank	Left
22	84	102	22	Filler	Blank	Left

## Received Message Trailer Record

Sent to/Received From the CPS

Field # Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify	
1	1	12	12	Trailer Record Identifier	CPS TRAILER  Left justified with one blank position after "CPS" and one blank position after "TRAILER"	Left
2	13	16	4	Data Record Length  Indicates length of the data records	4-digit numeric Right justified, zero filled	Right
3	17	17	1	Sent to: Type of Data Transmitted	A = Initial Applications B = Renewal Applications H = corrections or duplicates F = FDR 7 = RAD Request	Left
4	18	24	7	Destination Number  Title IV WAN assigned when Initial letter of Application was processed.	"TGXXXXX" where XXXXX is the 5-digit code for your destination point	Left
5	25	32	8	Creation Date  Date the batch was created by CPS	Format is CCYYMMDD where:  CC = 19 YY = Year 97, 98, or 99 MM = Month 01-12 DD = Day 01-31	Right
6	33	38	6	Creation Time  Time the batch was created by CPS	Format is HHMMSS where  HH = Hour 00-24 MM = Minute 00-59 SS = Second 00-59	Right
7	39	52	14	Filler	Blank	Left
8	53	56	4	Award Year	"9899" for 1998-99	Right
9	57	61	5	Total Number of Detail Records in this batch	00000-99999	Right
10	62	84	23	Sent to: Batch Number	Same as in the Header record	Right
11	85	85	1	Filler	Blank	Left

## Received Message Trailer Record

Sent to/Received from the CPS (Continued)

12	86	86	1	MDE/EDE Code	1 = Electronic Application 2 = Electronic Renewal Application 3 = Electronic History Correction 4 = FAFSA Express 5 = ACT 6 = INET 7 = NCS 8 = PIC	Right
13	87	87	1	MDE Site Code	1 = Site 1 (All EDE Destination Points) 2 = Site 2	Right
14	88	94	7	Sent to Filler	Blank	Left
15	95	101	7	Sent to: Filler	Blank	Left
16	102	102	1	Sent to: Filler	Blank	Left
17	103	N	N minus 102	Filler  This filler space is appended to make the trailer the same length as the longest record in the file.	Blank	Left



## Enclosure D

### Helpful Hints for Type 2 Requests

During the 1997-98 RAD request process, EDE institutions submitting Type 2 RAD requests made some common errors in their submittal files. In an effort to better advise institutions on correctly building a Type 2 RAD Request file and avoid rejects during the 1998-99 RAD request process, this is a list of these common errors. Care should be taken to avoid these errors so your institution's RAD request can be processed in a timely manner.

- **Lower case information:** All information must be in ALL CAPS.
- **Incorrect order of layout:** The correct order of records for a Type 2 RAD Request file is CPS Header, Address 1, Address 2, Type 2 Request Individual RAD records (student ID's), and CPS Trailer.
- **Unnecessary data provided in CPS Header/Trailer:** Positions 57-102 in the Type 2 RAD Request Header record should be left blank; this also applies to positions 62-102 in the Trailer record.
- **Lower case address information (in Address 1 and 2):** All alpha information in the Address 1 and 2 layouts must be provided in ALL CAPS.
- **Lower case student name ID's:** All student name ID's must be ALL CAPS.
- **Destination ID starting with GES instead of TG5:** GES is not a valid destination point identifier. You must use "TG5", followed by the appropriate 4 digits for the requesting institution, in positions 18-24 of the Type 2 RAD Request header and trailer records. Contact Title IV WAN Customer Service if you need more information on your assigned TG5 identifier.
- **Blank lines between data lines:** There should be no blank lines between data lines in a Type 2 RAD Request file.
- **Quotes around CPS HEADER:** There should be no quotes around CPS HEADER, which is located in positions 1-12 in the Type 2 RAD Request Header record.
- **CPSHEADER instead of CPS HEADER:** Some destination points submitted CPS HEADER, in positions 1-12 in the Type 2 RAD Request Header Record, as CPSHEADER. There should be a space between these two words.
- **CPS HEADER omitted:** CPS HEADER must be included in positions 1-12 of the Type 2 RAD Request Header record.
- **"Data Record Length" field incorrect:** Positions 13-16 of the Type 2 RAD Request Header and Trailer records must contain the correct record length of the data records. Institutions should populate this field with "0102" (102 bytes being the appropriate record length for 1998-99 Type 2 Individual RAD Request records).
- **"Type of Data Transmitted" field incorrect:** Some destination points submitted an "R" for "Type of Data Transmitted" (position 17 of Type 2 RAD Request Header/Trailer records); the value for this field should be "7" (for RAD request).
- **ADDRESS1 instead of ADDRESS 1:** In positions 1-12 of the Address 1 record, destination points should insure there is a space between ADDRESS and 1.

- **ADDRESS2 instead of ADDRESS 2:** In positions 1-12 of the Address 2 record, destination points should insure there is a space between ADDRESS and 2.
- **Quotes around CPS TRAILER:** There should be no quotes around CPS TRAILER, which is located in positions 1-12 in the Type 2 RAD Request Trailer record.
- **CPSTRAILER instead of CPS TRAILER:** Some destination points submitted CPS TRAILER, in positions 1-12 in the Type 2 RAD Request Trailer Record, as CPSTRAILER. There should be a space between these two words.
- **CPS TRAILER omitted:** CPS TRAILER must be included in positions 1-12 of the Type 2 RAD Request Trailer record.
- **Missing network header/trailer:** Institutions using the mainframe version of EDConnect need to insure they are including network header/trailer records in their submittal file in addition to the Type 2 RAD Request CPS header/trailer records.
- **TG5 ID mismatch:** The TG5 identifier in the network header must match both the TG5 identifier provided in positions 18-24 of the Type 2 RAD Request CPS header record and the destination point ID in positions 2-5 of the Type 2 Individual RAD Request record.

## Enclosure E

### INTERPRETING THE EREP99OP (RAD ERRORS) FILE

RAD requests may be rejected for a variety of reasons by the CPS. If this occurs, the CPS will generate and send to you an EREP99OP file via the Title IV WAN. This file cannot be imported into EDEExpress for Windows --- you will need to open the EREP99OP file in an ASCII-compatible text file viewer (such as MS-DOS editor, Notepad, or Microsoft Word) and use the below information to interpret which reject reason(s) you received.

There are four types of errors you can potentially receive from the CPS:

- 1) Error code (position 11): entire file rejected (Type 1, 2, 3 and 4 requests)
- 2) ID Error code (positions 23, 35, 47, 59 or 71): specific student ID rejected (Type 2 request only)
- 3) Institution Error code (position 78): institution rejected (Type 2 request only)
- 4) Institution Error code (positions 18, 25, 32, 39, 46, 53, 60, 67, 74): specific institution rejected (Type 3 request only)

Review these field positions in the EREP99OP file you receive to determine what type of error your RAD request generated. The table below defines all valid error codes and their resolution.

Error Type	Error Code	Definition	Resolution
Error Code (position 11)	1	Invalid destination point	Verify destination point number in position 8 is correct
	2	Destination not valid for participation	Verify destination point number in position 8 is correct
	3	Invalid year indicator (Type 2 request only)	Position 9 must be a '9'
	4	Mismatch of type and record format (Type 2 request only)	Ensure Type 2 file you are submitting matches enclosed layout
	5	No records found on Renewal Application database	Verify SSN and Name ID entries are valid and meet specifications
	6	Non-Type 2 request sent electronically (Type 2 Request only)	Position 10 must be a '2'
	7	Institution renewal application return rate less than 20%	Requesting institution cannot participate in RAD process for 98-99 cycle

ID Error Code (positions 23, 35, 47, 59 or 71) Type 2 Request only	1	ID not flagged for renewal application	Verify SSN. If correct, student will not receive renewal application
	2	ID and institution code mismatch	Verify institution code in positions 72-77 is correct and on the student record. If the code is not on the student record, the requesting institution cannot receive RAD record for requested student.
Institution Error Code (position 78) Type 2 request only	3	Institution code not under this destination point	Verify institution code in positions 72-77 is correct
ID Error Code (positions 23, 35, 47, 59 or 71) Type 2 request only	4	Duplicate request, record previously sent	Locate previous file containing RAD for student record requested
Institution Error code (position 78) Type 2 request only	5	Institution renewal application return rate less than 20%	Requesting institution cannot participate in RAD process for 98- 99 cycle
Institution Error Code (positions 15, 22, 29, 36, 43, 50, 57, 64, 71) Type 3 Request only	1	Institution code invalid or not under this destination point	Verify institution code entries
	2	No records found for institution code	Verify institution code entries are correct and have appropriate EDE productional status
	3	Institution renewal application return rate less than 20%	Requesting institution cannot participate in RAD process for 98- 99 cycle

## **Enclosure F**

### **RENEWAL APPLICATION Q & As**

1. Q To successfully request and receive RADD data, what EDE services do my destination point and my school need to participate in?

A Your destination point must be productional for EDE Renewal Applications or Electronic Automatic ISIRs for 1997-98 or 1998-99. In addition, your institution code must have an active enrollment status for Renewal Applications to be eligible to submit RAD requests. This would be designated on an institution's participation agreement.

2. Q If the CPS prints and mails the Renewal Applications to me, will I also get an electronic file?

A Yes. You will also receive the electronic RADD file if you request the bulk print option. With this file of student records, you will be able to enter and submit 1998-99 Renewal Application data electronically for your students, if you choose. You can also use this file to print out electronic Renewal Applications for 5th year undergraduates and graduate students who did not receive a CPS-printed paper application.

3. Q When can I submit a RAD request for 1998-99, and when will I receive the bulk-mailed Renewal Applications for my students? When will I receive the electronic file?

A Starting October 6, 1997 your destination point can submit EDE RAD requests. Processing of these requests begins on October 13, 1997. If you wish either to print the Renewal Applications yourself or have the CPS print and mail the applications to you, you must make your request by November 7, 1997. Printing and mailing of EDE bulk print/mail requests for receipt prior to December 1, 1997 will be done first, followed by the printing and mailing of all non-EDE requested Renewal Applications. Finally, all EDE bulk print/mail requests for receipt after January 12, 1998 will be processed.

An electronic file containing the Renewal Application records of all students you requested is transmitted to your electronic mailbox when your RAD request is accepted. You will be able to import this file and submit 1998-99 Renewal Applications, if you choose, using the 1998-99 EDEExpress software package.

4. Q If I submit a RAD request prior to the November 7, 1997 cutoff for bulk print/mail requests BUT my request is rejected, do I have an opportunity to resubmit the rejected request?

A Yes. Requests will be picked up from the network, processed each day, and returned to the network starting October 13, 1997. Error files (EREP99OP) resulting from any RAD requests submitted during this period will also be returned daily. You

have until November 7, 1997 at noon central time to send a completed, correct RAD request to make the cutoff.

5. Q The schedule says the RAD request cutoff is November 7, 1997. Can I still request a RAD file after this date?

A Yes. However, the students whose records were not requested by any school will have paper Renewal Applications mailed directly to them by the CPS. After this date, no CPS-print options will be available. Your request will provide you with an electronic file, and you can print electronic Renewal Applications from that file.

6. Q For Type 2 RAD requests, will the CPS sort and return the Renewal Applications in the order in which I enter the SSNs through on-line query? Through the network?

A Yes. For both methods of requesting Type 2 RAD data (network and on-line), CPS will create the Renewal Applications using the same order in which the SSNs are entered on-line or are received in the Type 2 file via the network.

7. Q My destination point submits requests on behalf of several institutions for CPS to print during the EDE RAD Request timeframe (October 6 through November 7, 1997). How will these records be returned to me?

A If a destination point makes one request for all institutions, ALL Renewal Applications will be mailed to the destination point address. If a destination point wishes to have the Renewal Applications sent to each institution or branch campus, separate requests for each institution should be made.

8. Q Will the Renewal Applications mailed directly by the CPS to the student be mailed like SARs are mailed, i.e., via first-class mail with forwarding authorized?

A Yes.

9. Q Can a completed CPS-printed paper Renewal Application be returned to any FAFSA Processor or EDE school for entry?

A Yes. If the EDE school requested the student's record, the school will have the electronic Renewal Application record and can enter the 1998-99 data. If an EDE school was not the requesting school, that school will need to draw down the RAD file for the student (if the school was listed on the student's 1997-98 record), or enter the data as an original application.

10. Q If I draw down and print the Renewal Applications myself, can I or my students send them to a FAFSA Processor for entry?

A No. If you print your own Renewal Applications, you must enter and transmit the data to the CPS using EDE. If another EDE school wishes to enter the student's data, that school must draw down the RAD file for the student or enter the data as an original application.

11. Q Will schools have access to a supply of instruction booklets should they choose to print electronic Renewal applications and do the mailing themselves?

A Yes. You may call Title IV WAN Customer Service at 1-800-615-1189 to request a supply of instruction booklets. Or you may print the instructions in pdf format from the SFA BBS or the Department's web page:  
<http://www.ed.gov/offices/OPE/Professionals>

12. Q If I don't want to mail or enter Renewal Applications, can I get a list of students who received the CPS Renewal Applications?

A Schools not wanting to print, distribute, or enter Renewal Applications can make a RAD request after November 7, 1997 and receive an electronic file of students who received Renewal Applications from the CPS. The school can then print a list of students from the electronic file, and enter application data if they wish.

13. Q I don't want to be responsible for printing and/or mailing the Renewal Applications but would like to enter Renewal Applications for some students. Can I still make a RAD request?

A Yes, but you must wait to make the RAD request until after November 7, 1997. Renewal Applications requested prior to this date must be distributed by the requesting school to the students.